

## **CITY ATTORNEY**

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### **DEFINITION**

To act as legal advisor to and counsel for the City Council, Mayor, City Manager and City Departments; and to represent the City in litigations.

### **EQUIPMENT, METHODS AND GUIDELINES**

### **WORKING CONDITIONS**

### **PHYSICAL DEMANDS**

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Council. Exercises direct supervision over clerical staff assigned to the City Attorney's office.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Render legal opinions to the City Council, Mayor, City Manager and department heads as requested; analyze legislation affecting the City; review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City; monitor and control liability claims and lawsuits; attend meetings of the City Council, boards, commissions, and committees as may be required, and render legal advice on agenda items; prepare drafts and assist in the negotiation proposed agreements; prepare ordinances, resolutions, deeds, pleadings, contracts and other legal documents; represent the City in lawsuits and administrative hearings; appear before courts and other administrative proceedings to represent the City's interest as required; prosecute for civil and criminal remedies to enforce City ordinances, abate public nuisances, recover for damages to City property, condemn property for public purpose and other matters; prepare and administer the department budget; coordinate legal activities with other City departments and divisions, and with outside agencies; select, supervise, train and evaluate staff; perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Organization, duties, powers, limitations, and authority of City government and the City Attorney's office; legal principles and practices, including civil criminal, constitutional and administrative law and procedure; ordinances statutes, and court decisions relating to municipal corporations; laws and practices related to worker's compensation; judicial procedure and rules of evidence; methods of legal research; established precedents and sources of legal reference applicable to municipal activities; principles and practices of public administration.

**Ability to:**

Communicate clearly and concisely, orally and in writing; effectively plan, organize and direct the activities required of a municipal legal office; organize, interpret, and apply legal principles and knowledge of complex legal problems, effectively apply legal knowledge and principles in court; present statements of law, fact and argument clearly and logically; prepare and present difficult cases in court; conduct research on complex legal problems and prepare sound legal opinions; properly interpret and make decisions in accordance with laws, regulations, and policies; establish and maintain effective working relationships and employees, public officials, other departments and agencies, and the general public; select supervise, train and evaluate assigned staff.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience, education and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of a progressively responsible professional experience in municipal law including trial experience and tort defense.

**Education:**

Equivalent to a Juris doctor degree from an accredited law school.

**LICENSE OR CERTIFICATE**

Membership in the California State Bar.

